

INFORMAL LETTER 5

You should look at the flyer on the next page and study the information carefully to write your letter.

Your uncle has mentioned that he is worried that your cousin is a victim of cyber bullying. He has asked you for advice.

Send a letter to your uncle suggesting:

- two ways to help your cousin as mentioned in the flyer
- two other ways not mentioned in the flyer to help your cousin
- which of the ways you mentioned is the most important and why you think so

Write your letter in clear, accurate English and in a friendly and enthusiastic tone that will show your uncle how eager you are to help him.

You should use your own words as much as possible.

CYBER BULLYING

Has your child ever been hurt by others through the use of technology such as social media?

Here's how you can help.

Teach him to stand up for himself. Being assertive will reduce the chances of being bullied. 'I don't like what you just did. Do not do it again.' are just some of the things that an assertive person would say.

Provide the support he needs. Tell your teen that you will be there to support him should he face a problem. Do not brush him off.

Remind him not to blame himself. Many teens tend to blame themselves when they are bullied. They tend to see themselves as what the bullies say they are – ugly, short, fat, stupid, etc. Being bullied does not mean that something is wrong with him.

Prevention is better than cure so do teach your kids to look out for cyber bullying signs before it occurs. Messages that criticise, mock and put people down without any basis and are written for a large audience to see and comment are one of the most common forms of cyber bullying.

182 Pine Grove Road
Singapore 821281

23 April 2015

Dear Uncle Pete,

I'm sorry to hear that Jim has been a victim of cyber bullying. With the frequent use of social media today, cyber bullying is a common **phenomenon** and many youths have fallen victim to it. I came across a flyer the other day on how to help these victims which I think would be useful for you.

One of these ways is to teach him to stand up for himself. Jim has always been a shy boy. I'm sure that is one of the main reasons he has become a victim of cyber bullying. Teach him to stand up for himself and to speak confidently. If he is **assertive**, the people around him will know that he cannot be bullied and they will back off. Bullies are usually cowards and they will only target those whom they feel are weak.

Another important way to help him is to show him that you will support him no matter what happens. Sometimes, victims of cyber bullying feel ashamed to admit to others that they are being bullied. They have already been **ridiculed** by others on social media, it will take a lot of courage for them to admit it especially to an adult that they need help. However, if you tell him that you will be there to support him and will listen to him and not brush him off when he confides in you, he will be better able to handle the situation.

I feel that it is also important for you to tell him he should not use certain social media sites if those sites are often where cyber bullying takes place. Once he stays away from those sites, the bullying will stop. Cyber bullying takes place because the bullies are able to remain **anonymous** by using those particular websites. Staying away will prevent them from targeting Jim.

Do remind Jim never to do what the bully does. He must not retaliate by saying things that will make him a cyber bully too. Once he does this, he will be in the wrong as well and he will no longer be a victim. In addition, he is not just **violating** basic school rules in terms of the use of social media, he might also be violating the rules set by the website.

It is vital that you let Jim know that he must always speak to an adult. As a child, he will not be able to handle the situation as well as an adult. He must not be afraid or ashamed to ask for help.

Paragraph Topic

Paragraph 1

Introduction: Purpose of letter and background information on situation

Paragraph 2

Teach him to stand up for himself

Paragraph 3

Show him support

Paragraph 4

Do not use websites where cyber bullying often takes place

Paragraph 5

Never do what the bully does

Paragraph 6

Speak to an adult

I hope that Jim will no longer be a victim of cyber bullying. It is a **traumatising** experience and it will take a while for him to get over it. Do be patient with him and speak to him as often as you can.

Paragraph 7

Conclusion: Restate the purpose of the email

Love,
Gabriel

Comments

The writer shows the relevance of cyber bullying in today's society and stresses how affected youths feel about cyber bullying.

Vocabulary

1. **phenomenon**: something that is happening in society today
2. **assertive**: to behave confidently
3. **ridiculed**: to laugh and make fun of a person because of his lack of intelligence
4. **anonymous**: to do something without letting anyone know who you are
5. **violating**: to disobey a law or rule
6. **traumatising**: very shocked and affected by something

Word Use

Check that you have used a variety of sentence structures in the letter. Do not start every sentence with the noun or pronoun. Vary the structures so that the ideas will be better connected and the letter will be more interesting to read.

Here are some ways of starting sentences.

1. Subject followed by the verb
 - I'll help you.
 - They are victims of cyber bullying.
2. Dependent clause
 - Because of his actions, he was punished by his teacher.
3. Begin a sentence with an infinitive
 - To understand teenagers, you have to spend time talking to them.
 - To bully others in return is the wrong thing to do.
4. Begin a sentence with a prepositional phrase
 - In time, he will understand your intentions.
5. Begin with an adverb
 - Fortunately, the items will be shipped before Monday.
6. Begin with an 'ing' word
 - Keeping quiet about the whole incident will not help.